

**Office of Emergency Management  
Minutes  
June 20, 2016**

**Present**

Councilwoman Mary Bartolotta  
Councilman Carl Chisem  
Councilwoman Deborah Kleckowski  
Councilman Philip Pessina  
Robert Santangelo  
Emergency Management Director George Dunn  
Emergency Management, Joseph Carta

**Meeting Called to Order:**

Councilman Chisem called the meeting to order at 9:06 p.m.

**Minutes:**

Councilman Chisem asked for a vote on the minutes of May 16, 2016. On motion of Councilwoman Bartolotta, seconded by Councilman Pessina, the minutes were unanimously approved.

**Public Hearing:**

There being no members from the public wishing to speak on items on the agenda, the public hearing portion of the meeting was closed.

**Monthly Report**

- Monthly Emergency Management Report – Joseph Carta referenced the reports included in the agenda packet. In summary, during the month of May, there were 20 days of activity; 339 volunteer hours were logged. Referencing the Independent Sector website for placing a value on volunteer hours, he estimated the value of the volunteer time in dollars to be \$9,414 (339 hrs. X \$27.77).

The year-to-date volunteer hours were reported to be 1,357. Referencing the Independent Sector website for placing a value on volunteer hours, Mr. Carta estimated the value to be \$37,683 (1,357 hrs. X \$27.77).

Volunteer monthly hours to date averaged 271 hours.

Some of the activities that occurred during the month included:

- Ongoing ICS100 training class for Emergency Management C.E.R.T. volunteers
- Provided traffic control for Feet to the Fire Event at Harbor Park
- Kids Health Fair on Main Street, setup informational booth
- Memorial Day Parade
- Internal class on The Four Phases of Emergency Management and C.E.R.T.

Mr. Carta also provided a brief summary of volunteer hours by category.

<b>339:00</b>	<b>32:15</b>	<b>55:30</b>	<b>52:45</b>	<b>123:45</b>	<b>1:30</b>	<b>70:00</b>	<b>3:15</b>
<b>Total Hours</b>	<b>Meeting Hrs.</b>	<b>Training Hrs.</b>	<b>Work Detail Hrs.</b>	<b>Public Service Hrs.</b>	<b>On Scene Hrs.</b>	<b>Standby Hrs.</b>	<b>Admin Hrs.</b>

### **Correspondence**

Director Dunn met with Maggie Silver, a woman from East Hartford who is preparing her doctorate degree dissertation on homeless populations during natural disasters. A student from Xavier High School who needed to fulfill his community service hours was also available for the meeting. The exchange was very positive, and Ms. Silver was pleased to see how the Middletown Emergency Management team plans on engaging the whole community as well as reaching cross-sections of the community.

### **Old Business:**

- Functional Exercise Planned for April 22, 2016 – The exercise was rescheduled for July 14<sup>th</sup>. The exercise will deal with hazardous materials and will be held at the Senior Center from 9 a.m. to 2 p.m. The Emergency Operations Center will need to be moved from the Municipal Building to the Senior Center. In addition to City personnel, Director Dunn has invited the Preparedness Planning Consortium made up of representatives from Middlesex Hospital, CVH, Middlesex Community College, Wesleyan University and the Chamber of Commerce. Google Platform will be used for ease of interoperability at the exercise. Director Dunn believes that Web EOC may eventually be replaced by Google Platform because of its ease of use by all agencies.
- Records Management Commission – A session with City Directors will be held on July 23, 2016. Each department will be asked to identify, collect and have a plan for the continuity of operations in case of displacement during an emergency or disaster. Departments will be assessing what needs to be stored and digitized to mitigate loss of valuable records and data. Once implemented, the plan will be evaluated every six months, in case of personnel and management changes.

- Randolph Road Building 2 – The architect has recommended that the building be demolished, but the building is still loaded with shelter materials, emergency management and health department supplies. The items will be relocated to the Remington Rand building, and the Health Department has a grant that will pay for the area to be fenced off and secured. It was agreed by all that serious thought must be given to the utilization of Mile Lane for Fire, Police and Emergency Management.
- State Emergency Response Commission – The State had intended to conduct a full scale exercise with the City. They had \$34,000 to contribute to the event; however, these funds would not cover the exercise, support overtime costs for Middletown personnel and would heavily disrupt the Downtown area. AS a result, the Director decided to forego the exercise.

### **New Business:**

- Capital Region 3 – the Capital Region 3 has a monthly CERT meeting, and all the CERT teams in the region must participate in order to be eligible for grant funding. THE CERT teams in Middletown will attend, and the monthly reports provided to the Public Safety Committee will also be forwarded to Capital Region 3 to comply with requirements.
- Movies on Foss Hill – Councilman Santangelo asked if the Emergency Management volunteers were prepared to provide lighting for the movies to be played for the public on Foss Hill on the Wesleyan campus, and the Director assured him that volunteers would be assisting for these events.
- Teen CERT Teams – Director Dunn advised that the Manchester program was not very successful due to the fact that the 30-hour training was held during a study period. He has spoken to the Youth Services Director to assist in putting together a program that would be attractive to the teens at the local High Schools. The minimum age where teens could assist at community events is 17 years old.

### **Adjournment**

On motion of Councilwoman Bartolotta, seconded by Councilwoman Kleckowski, the meeting was unanimously adjourned at 9:42 p.m.